(139) R

DEPARTMENT OF STATE

Washington, D.C. 20520

December 5, 1980

MEMORANDUM

UNCLASSIFIED

TO: S/S - Sheila Lopez (Room 7241)

FROM: D/LOS - Marsha Bellavance (Room 4321)

SUBJECT: Ministerial Level and Other Major Meetings Scheduled for 1981

Please find enclosed two one-page, one-sentence summaries of significant meetings scheduled for 1981.

Drafted:D/LOS:MBellavance:pmc
x-20041 12/5/80

Cleared:D/LOS:TWilkinson

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY [signature] DATE 5/6/85
RDS☐or XDS☐EXT. DATE
TS AUTH. REASON(S)
ENDORSE EXISTING MARKINGS ☐
DECLASSIFIED☐ RELEASABLE☒
RELEASE DENIED☐
PA or FOI EXEMPTIONS

(dollars in thousands)

Activities	1981 Actual Perm. Pos.	1981 Actual Funds	1982 Current Estimate Perm. Pos.	1982 Current Estimate Funds	Built-in Changes Perm. Pos.	Built-in Changes Funds	1983 Base Perm. Pos.	1983 Base Funds	1983 Program Changes Perm. Pos.	1983 Program Changes Funds	Total 1983 Request Perm. Pos.	Total 1983 Request Funds
Administrative and staff activities	13	$523	13	$600	--	$0	13	$600	--	--	13	$600

1983 Base Program

The H administrative staff provides clerical, logistical, and general administrative support to the Assistant Secretary for Congressional Relations, his deputies, and his legislative management officers. More specifically, the administrative staff: provides secretarial support; manages overseas Congressional (CODEL) travel; and coordinates responses to written and oral Congressional inquiries. It also coordinates H's personnel, budgetary, and general services requirements with the S/S Executive Office.

Late Summer or Early Fall, 1981

Final session of Law of the Sea Conference in Caracas, Venezuela, for opening for signature of the Law of the Sea Convention assuming a successful outcome of the Tenth Session in March-April.

REPRESENTATIONAL FUND

The Assistant Secretary for Congressional Relations has a Representational Fund of $300 per quarter. This is a sensitive issue at this time because GAO is currently conducting an audit of representational funds and is apparently taking a dim view of some past uses. The use of these funds is tightly controlled and closely monitored. Funds may be used only for social functions related to foreign affairs and may not be used to pay expenses for State Department employees who may attend such functions. (State employees are required to make a contribution, usually about $5.00, to cover the costs for their food or refreshments at representational functions.)

These funds are controlled by Management (M) and are not part of H's regular budget. An account containing these funds is maintained with the American Security Bank (at the State Department Branch). The Assistant Secretary and the Administrative Officer are the joint holders of this account.

DECLASSIFIED

CONGRESSIONAL CORRESPONDENCE

Cathy Thibodeau, our Congressional Correspondence officer, estimates that approximately two-thirds of all written inquiries from Members of Congress involve casework for constituents, while the remainder are direct requests for information.

The regulations require a response within three days of receipt by the Action Office; however, Cathy estimates that the actual response time is, on the average, about one week. Response time varies from Bureau to Bureau, and in proportion to the number of requests received by a given Bureau. EUR, for example, which is normally prompt in its responses to Congressional correspondence has been overwhelmed by the number of inquiries on the Polish situation and has fallen behind. Also, we have had terrible problems with the U.S. mail, which resulted in delays of weeks of getting mail from the Hill.

Some Bureaus, such as CA, do consistently provide interim responses (by letter or telephone) to Congressional correspondence. Many do not, despite Cathy's constant reminders.

H produces a weekly list of overdue replies to Congressional correspondence, which is circulated throughout the building.

Many Congressional requests are directed to our overseas posts by letter or telephone. Posts respond to these inquiries directly by the "H-Pass Cable" system. Their replies are sent back via telegram and transmitted directly to Capitol Hill. H is provided with a copy of each of these telegraphic responses.

We are currently investigating the possibility of acquiring a Computerized Correspondence Control System, so that we can better monitor the flow of Congressional correspondence and provide instant information on the status of a reply.

DECLASSIFIED

July 15, 1980

OUTGOING

CONGRESSIONAL CORRESPONDENCE STATISTICS

(other than comment on legislation)

Calendar Year	Monthly Average	Daily Average	Total
1970	1,770	85	21,232
1971	1,580	76	18,964
1972	1,410	68	17,016
1973	1,555	75	18,658
1974	1,687	81	20,248
1975	1,877	91	22,722
1976	1,722	83	20,675
1977	1,613	77	19,362
1978	1,524	73	18,292
1979	1,345	65	16,151
1980	1,178	56	14,131
1981	1,267	60	15,204

transition team member to read -- but not copy -- restricted materials up to and including EXDIS. However, any requests to retain a copy of restricted materials or to have access to NODIS, Executive Secretariat Sensitive, or other highly restricted documents must be cleared with this office in advance.

L Paul Bremer

Peter Tarnoff for
Executive Secretary

SUMMARY

CONGRESSIONAL TRAVEL

	1975	1976	1977	1978	1979	1980	1981
Number of Trips	325	301	283	346	252	296	243
Number of Travellers	930	768	768	1041	939	852	865
Senators	111	99	70	98	71	51	71
Representatives	387	241	285	302	393	298	293
Senate Staff	177	185	145	232	137	131	149
House Staff	236	226	297	358	320	364	319
Joint Committee Staff	19	17	38	32	18	8	6
Telegrams (outgoing)	1621	1609	1892	2138	2157	1643	1415
Telegrams (incoming)	4077	3638	3572	4266	5229	4013	4355
Telephone calls	15073	13501	11833	12364	--	--	

As President Carter has made clear it is the policy of his administration to effect the smoothest possible transition. To do so it will be desirable for most of you to remain in your positions throughout the remainder of the Administration. If you decide to relinquish your present responsibilities prior to January 20, 1981, the wording of your resignation letter to President Carter should request that the resignation be effective at his pleasure. Your covering letter to the Secretary should indicate what your preferred timing is.

The Congressional travel staff maintains contact with Congressional offices, State Department regional and functional bureaus; as well as with other agencies (e.g., DOD, USIA, AID), particularly during the initial planning stages of a Congressional trip. Liaison is necessary with the Passport Office in processing of passports and visas for Congressional travellers, including accompanying family members. Liaison is also maintained with the Transportation Office in the purchase of airline tickets and in the preparation of itineraries; with the Protocol Office in connection with Customs matters; and with the Office of Finance for matters concerning the expenditure of foreign currencies. When Members travel under the auspices of another agency (e.g., USIA, AID), this office maintains contact with the agency concerned for informational purposes.

* indicates an election year

July 1981

TELEPHONE INQUIRIES

These figures, compiled by H's new Telephone Inquiries officer, Jane Ostrander, are the only recent figures available on General Inquiries. They do not take into account the many thousands of phone calls per year handled by other H employees.

MONTH/YEAR	WEEK NO.	NO. INCOMING CALLS	NO. MAILINGS (TOTAL/MONTH)
Nov. 1981	1	160	172
	2	170	
	3	318	
	4	252	
	Month Total	900	
Dec. 1981	1	280	137
	2	260	
	3	135	
	4	135	
	Month Total	810	
Jan. 1982	1	160	229 (projected)
	2	280	
	3	300	
	4	275 (projected)	
	Month Total	1,015	

DOJ-2011-0730

TYPE OF POST	AF	NEA	EA	ARA	EUR	TOTAL
1982						
Embassies:						
Class 1	1	4	4	2	7	18
Class 2	3	2	3	2	6	16
Class 3	7	6	2	5	6	26
Class 4	32	10	5	17	11	75
Total Embassies	43	22	14	26	30	135
U.S. Interest Section	---	1	---	1	---	2
Consulate General	4	10	8	10	34	66
Consulates	3	2	9	12	8	34
Liaison Offices	---	---	1	---	---	1
Embassy Branch Office	---	2	---	---	---	2
Consular Agencies	---	3	4	17	10	34
Missions	---	---	---	---	4	4
Total	50	40	36	66	86	278

TOTAL POSTS →

THERE ARE 147 POSTS TO WHICH AMERICAN AMBASSADORS CAN BE ACCREDITED. THERE ARE ALSO APPROXIMATELY 25 OTHER INDIVIDUALS WITH THE PERSONAL RANK OF AMBASSADOR.

M/COMP/DP/FP
3/5/81
DOC. NO. 3384